

Glacial Heritage Development Partnership CEO/ JCEDC Executive Director

Position Description

Situation

The Jefferson County Economic Development Consortium (JCEDC), including the member communities of Cambridge, Fort Atkinson, Jefferson, Johnson Creek, Lake Mills, Waterloo, Watertown, and Whitewater, was founded more than a decade ago to proactively drive area (county pop: 84,000) economic growth. In recent years, JCEDC leadership has evaluated and concluded that the right approach is for the public sector to partner with and engage the private sector in developing, funding and implementing a dynamic new strategic initiative focused on (1) workforce development, (2) growth in businesses / jobs / capital investment, and (3) marketing / tourism.

Accordingly, JCEDC is underway in creating a private-public nonprofit corporation, the "Glacial Heritage Development Partnership" (GHDP), which will include a private sector board, and which will lead and coordinate the area's economic development efforts. The plan is for an expanded JCEDC staff to manage implementation of GHDP's/ JCEDC's \$4.1 million, 5-year plan ("2017-2021 Strategic Initiative"), and for the organization to be funded by private and public sector investors. JCEDC recently concluded a successful funding feasibility study, and intends to move forward expeditiously with a campaign to secure private sector funding to supplement the existing public sector budget. GHDP/JCEDC have commenced a search for a Chief Executive Officer to lead the organization as it evolves to become a full and strong private-public partnership.

Position Description

The CEO/Executive Director ("CEO") will serve as the lead economic development executive for Jefferson County and report to the the GHDP and JCEDC Boards and the County Administrator. The CEO will oversee all day-to-day GHDP / JCEDC operations, financial matters, implementation of Board decisions, and continued development and refinement of GHDP's/JCEDC's strategic initiative. The CEO will implement strategies in support of the 2017-2021 Initiative's three goals and ensure that GHDP/JCEDC achieves its mission to drive economic and community development in the Jefferson County area.

Essential Duties and Responsibilities

- Implement the GHDP / JCEDC Strategic Initiative and make needed adjustments with Board's/County's concurrence
- Directly implement varied tactics in support of (1) workforce development, (2) growth in businesses / jobs / capital investment, and (3) marketing / tourism
- Establish and maintain a highly effective GHDP / JCEDC web site and social media presence
- Direct, administer, and promote the County's revolving loan programs
- Build relationships with GHDP / JCEDC partners: county member communities, neighboring counties, and local, regional, state, and national economic development allies
- Build relationships with GHDP's / JCEDC's investors via a highly effective "investor relations" program
- Track progress toward Initiative goals and communicate progress to GHDP / JCEDC stakeholders
- Manage GHDP / JCEDC finances and ensure financial stability of the organization
- Manage GHDP / JCEDC staff work and personnel issues as they arise
- Manage coordination of Boards and Committees

Preferred Experience / Qualifications

- Bachelor's degree in an applicable field from an accredited college or university. Master's degree highly preferred

- Minimum of five years' experience in the economic development field. Experience with capital campaigns or similar initiatives highly desired.
- CeCD, or comparable certification, required within 18 months of employment
- Comprehensive understanding of economic development theory and practice
- Existing relationships with other economic development professionals and organizations that might be of assistance to GHDP
- Proven track record in economic development with documented results
- Strong leadership and communications skills
- Previous supervisory / management experience, preferably as one of the top staff leaders at another economic development organization
- Ability to navigate varied business / political climates and situations
- Limited regional and national travel required, including overnight travel

Compensation, Benefits, Residency

The annual starting salary range is \$100,000 – \$120,000, inclusive of a bonus up to \$15,000, commensurate with experience and qualifications. This position is also eligible for a comprehensive benefit package. There is no residency requirement for this position; however, the CEO needs to be active and engaged in the greater Jefferson County community.

How to Apply

The deadline to apply is Friday, July 8, 2016. GHDP/JCEDC intends to interview the most competitive candidates thereafter and welcome the new CEO by the end of August. References and a background check will be conducted on the final candidate(s).